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: UNITED STATES DEPARTMENT OF AGRICULTURE
 : Production and Marketing Administration
 : Washington 25, D. C.

: Number 142

July 9, 1948

: PMA PROCEDURE TRANSMITTAL

NEW RELEASE

405.6
 6-25-48

PARCEL POST SHIPMENTS: Prescribes procedure for shipment by parcel post in Washington and in the field of property and official matter exceeding four pounds in weight when that method of shipment is more economical or practicable than shipment by freight or express. Distribution: A, (B-Field, B-05 Washington).

REVISIONS AND CHANGES

111.27
 6-22-48

ASSIGNMENT OF RESPONSIBILITIES TO THE PRICE SUPPORT AND FOREIGN SUPPLY BRANCH FOR THE EUROPEAN RECOVERY AND OTHER FOREIGN SUPPLY PROGRAMS: This Instruction was revised to include responsibilities now assigned to the Assistant Administrator for Production with respect to non-food supplies, equipment and materials, excluding fertilizers. Remove Instruction 111.27 dated 5-6-48, and insert attached Instruction. Distribution: A, B.

124.1
 4-2-48

POLICIES OF ASSIGNMENT OF FUNCTIONS INVOLVED IN PRICE SUPPORT OF FRUIT AND VEGETABLE COMMODITIES: Effective July 1, 1948 Food Distribution Programs Area offices will supply CCC field offices with the green copy of each D/O rather than the yellow copy as now specified in the PMA Manual Instruction and in the Forms Manual Insertion for Form FP-54. On page 5, par. III A 4 f (3), delete the word "yellow" wherever it appears and substitute the word "green". Distribution: A-01, 05, 06, 09, 15, 16, 18, 25, 28, 30, 31.

124.2
 4-2-48

PURCHASE AND LOCAL SHIPPING OPERATIONS INVOLVED IN PRICE SUPPORT OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM: For the purpose of clarifying the distribution of copies of B/Ls and the sending of notification telegrams on deliveries to Section 32 Contract outlets, the following changes should be made: On page 22, par. XV E 3 a, insert in parentheses after "32" and before "Outlets" the words "D/O Supported". On page 23, par. XV I 1, insert in parentheses after "32" and before "Outlets" the words "D/O Supported". On page 24, par. XV I 2, insert in parentheses after the word "Outlets" the words "Including Section 32." Distribution: A-01, 05, 06, 09, 15, 16, 18, 25, 28, 30, 31.

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U.S. DEPARTMENT OF AGRICULTURE

PMA PROCEDURE TRANSMITTAL

REVISIONS AND CHANGES (Cont'd.)

- 405.3
8-25-47 GOVERNMENT BILLS OF LADING: Add at the beginning of par. II, page 1, the following: "Except when parcel post shipments are authorized (See Instruction 405.6, 'Parcel Post Shipments')". On page 9 (revised 3-27-47), par. XI A, delete "at the end of each quarter" and substitute "annually as of December 31, due not later than January 31"; par. XI A 1, 2, 3, 4, delete "quarter" and substitute "calendar year"; XI A 5, line 3, delete "quarter" and substitute "calendar year." Distribution: A, B.
- 416.2
6-28-48 ACQUISITION OF FORMS AND ADMINISTRATIVE SUPPLIES, EQUIPMENT AND MISCELLANEOUS SERVICES - AREA AND FIELD OFFICES: On page 2, par. III B, lines 14 and 15, delete the words "Bureau of Federal Supply" and substitute "contractors". On page 9, par. VII 1, line 5, delete "Bureau of Federal Supply" and substitute "contractors." Distribution: (AA-03), (A, B Field Only), (A-05, 25, B-05 Washington).
- FORM FP-54
3-29-48 DELIVERY ORDER: Under "Distribution", "Action of Shipping Representative", 2 b, change the word "yellow" to "green." Distribution: A-01, 05, 06, 09, 15, 16, 18, 25, 28, 30, 31.

CORRECTION TO PROCEDURE TRANSMITTAL NO. 139

- 312.2
7-1-47 EMPLOYMENT UNDER LETTERS OF AUTHORIZATION - LABOR BRANCH: On line 2, of the Procedure Transmittal under "OBSOLETE" Instructions, change the word "effect" to "affect." The intent of the original notice was to remove PMA Instruction 312.2 from the Manual, yet to leave intact certain authorities in the Instruction which had been delegated by memorandum to the Labor Camp Disposal Officer. Distribution: A-15, 21, 25, 26, B-26.

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U. S. DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION

PARCEL POST SHIPMENTS

I PURPOSE AND SCOPE

This Instruction prescribes procedure for the shipment by parcel post by all offices of the Administration in Washington and in the field of property and official matter exceeding four (4) pounds in weight whenever that method of shipment is more economical or practicable than shipment by freight or express.

II RULES OF USE

A study made by the Bureau of Federal Supply, Treasury Department, reveals that the average minimum cost of processing a Government bill of lading, including issuance and final disposition, is approximately \$4.00 per document when no unusual circumstances are encountered, such as loss or damage to property, loss of original bill of lading, or exceptions taken by the General Accounting Office in connection with the payment of transportation vouchers.

A Policy - Shipments on which the total cost of transportation for the entire shipment via parcel post is not more than \$4.00 in excess of the cost of transportation by freight or express shall be shipped by parcel post whenever the packages comprising such shipments do not weigh more than 70 pounds or measure more than 100 united inches (length and girth combined). with the following exceptions:

1 In many instances the use of parcel post may not be practicable. In general, post offices do not make a practice of picking up parcels, and in some small towns, the post offices have no facilities for making parcel post deliveries. The Railway Express Agency usually has facilities for providing both pick-up and delivery service, and in many instances the same is true in the case of truckers and rail freight carriers. Therefore, the inconvenience or cost which may be involved in getting heavy and bulky packages to and from the post office should be taken into consideration.

2 Delicate instruments, typewriters and office machines, fragile articles, liquids in glass and other articles or goods particularly subject to damage in transit will not be shipped by parcel post. Any other articles or goods which experience has proved are not adaptable to parcel post movement, due to conditions or circumstances of a local or special nature, should be shipped by freight or express.

PT- 142	DISTRIBUTION: A, (B-Field, B-05 Washington)	PAGE 1 (6-25-48)
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PARCEL POST SHIPMENTS

III DETERMINATION OF METHOD OF SHIPMENT

Prior to making shipment, the comparative cost of shipment by parcel post, railway express, or freight, shall be established.

A Washington - Offices in Washington making shipments within the weight and size limitations prescribed in II-A, and where such shipments may be satisfactorily shipped by parcel post, shall advise the Procurement Unit, Procurement and Equipment Management Section, ASD, as to the weight, size, contents, and destination of the shipment. The Procurement Unit will determine and advise the shipping office as to the proper method of shipment. Shipments by parcel post will be mailed by the ASD Mail Room under the PMA permit number.

B Area Offices - Upon request of offices located in Area Office cities, the Area Administrative Services Divisions will determine the proper method of shipment.

C Field Offices - Field offices can secure parcel post, railway express, and freight rates from the local post offices or freight agents in order to determine comparative costs of shipment.

IV MAILING BY PARCEL POST IN THE FIELD WITHOUT AFFIXING POSTAGE STAMPS

Order No. 25157 of the Postmaster General, dated June 30, 1944, and issued in the Postal Bulletin of July 4, 1944, relating to the use of the penalty mail privilege, provides that departments, agencies or others having mailings weighing over 4 pounds may arrange to mail the parcels without affixing stamps and pay the postmaster chargeable on the parcels periodically on rendition of bills.

A Making Arrangements With Local Postmasters - Where it is anticipated that a large volume of mailings will be made by parcel post, a credit arrangement can be entered into with the local post office. Such arrangements should be made with the local postmasters and, in discussing the matter with them, reference should be made to Order No. 25157 of the Postmaster General. The Post Office Department has indicated that in order to arrange for the extension of credit to any one office, the volume of mailings must be sufficient to warrant the preparation, submission, and processing of periodic billings. Although an approximate \$100 per month minimum volume has been indicated by the Post Office Department as a criterion for approving requests for the extension of credit, that Department has also indicated that a volume representing less than \$100 will be considered when there are other considerations which may be equally important as a basis for

PARCEL POST SHIPMENTS

(IV A)

making credit arrangements. Where it is impossible to work out credit arrangements with the local postmaster and the office concerned feels that it has adequate justification for the setting up of a parcel post billing arrangement, the request should be forwarded through the Area ASD to the Administrative Services Division in Washington for handling with the Office of the Third Assistant Postmaster General through the Office of Budget and Finance. Such requests should state the average monthly volume of mailings (number of pieces and dollar volume), or any other considerations which would make a credit arrangement particularly advantageous.

B Preparation for Mailing - In addition to the usual address label, showing thereon the return address and the words "Official Business" (but omitting the penalty clause), each parcel mailed under the credit arrangement must bear the inscription "U. S. Postage Paid," together with the name of the agency on whose account the parcels are being mailed and the name of the post office where the parcel is presented. This inscription should either be inclosed in a rectangular box stamp and hand-stamped on the parcel or printed on the address label. The inscription should be in the following form:

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. . . . . U. S. Postage Paid .
.
. A/C Production and Marketing Administration .
.      Wichita, Kansas .
. . . . .

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C Billing by Post Office Department - The local postmaster will keep a record of the postage chargeable at the fourth-class or parcel post zone rates on each mailing, based on the standpoint of the mailing office, from an invoice or list to be furnished by the sender at the time of mailing. The invoice or list shall be submitted in duplicate and show with respect to each parcel the weight and post office address, and be in such form as to enable the postmaster to compute the postage. The postmaster will enter on such invoice or list the zone to which each parcel was sent and the amount of postage chargeable on each. One copy of the invoice or list will be returned to the mailer and the other retained in the post office files. At the end of each month or upon completion of a particular mailing, the post master will submit a bill for postage on Standard Form 1034, Public Voucher for Purchases and Services Other Than Personal, to such billing address as may be designated by the office concerned.

PARCEL POST SHIPMENTS

(IV)

D Special Service Fees - Return receipts can be obtained by paying a minimum insurance fee of 3 cents plus a service fee of 4 cents per package which will be added to postage charges which are billed periodically. In addition, postmasters upon request will furnish shipping offices a supply of blank return receipt forms to permit filling in identifying numbers or symbols so that, upon return to the sender, they can be matched up with the file folders or other control records. The postage or fees chargeable for any additional services such as special handling, special delivery, insurance, or air mail may also be paid in the same manner upon request.

* * *

U. S. DEPARTMENT OF AGRICULTURE •
PRODUCTION AND MARKETING ADMINISTRATION

ASSIGNMENT OF RESPONSIBILITIES TO THE PRICE SUPPORT AND FOREIGN
SUPPLY BRANCH FOR THE EUROPEAN RECOVERY AND OTHER FOREIGN SUPPLY
PROGRAMS

I PURPOSE

In accordance with Secretary's Memorandum No. 1211 the Director of the Price Support and Foreign Supply Branch will coordinate all PMA and Departmental participation in the European Recovery Program in addition to the Branch's general responsibility for coordinating all foreign supply programs.

II RESPONSIBILITIES

In carrying out this coordination the Price Support and Foreign Supply Branch shall have the following responsibilities for both food and non-food commodities, supplies, equipment and materials, excluding fertilizers.

A Serves as the primary point of contact within PMA for all claimants, other U. S. agencies and USDA agencies on matters pertaining to the ERP and other foreign supply programs including the formulation of all export programs.

B Receives and appraises requirements, reviews periodic allocations and reviews and approves emergency allocations including arranging for the necessary assistance and clearance of other USDA agencies.

C Coordinates the operation of programs with specific claimants including contracts or agreements with the claimants, financial arrangements and review of operations.

D Provides PMA representation on all ERP, export or international committees dealing with ERP or other foreign supply programs (except the IEFEC Commodity Committees).

III TRANSFER OF FUNCTIONS TO PRICE SUPPORT AND FOREIGN SUPPLY BRANCH

In order to centralize the responsibility for the above PMA and Departmental coordination, the functions of the following units, together with their personnel, funds, property and records, are hereby transferred to Price Support and Foreign Supply Branch:

ASSIGNMENT OF RESPONSIBILITIES TO THE PRICE SUPPORT AND FOREIGN
SUPPLY BRANCH FOR THE EUROPEAN RECOVERY AND OTHER FOREIGN SUPPLY
PROGRAMS

(III)

A Office of the Assistant to the Administrator for
International Food Supply Programs whose functions include:

1 Providing a central point of contact within PMA for formulating U. S. export programs, receiving and appraising other governmental and foreign food requirements, reviewing periodic allocations, reviewing and approving emergency allocations and following up with PMA branches and other agencies to see that these programs are carried out.

2 Representing the Department on the FAO International Emergency Food Committee (IEFC) and the Review Committee of the Department of Commerce on the Administration of the Second Decontrol Act; representing PMA on the Subcommittee of the Cabinet Committee on World Food Programs and the Inter-agency Committee for FAO.

B Supplies and Materials Unit in the Office of the Assistant
Administrator for Production whose functions include:

1 Assisting in determining domestic requirements and export policies in regard to non-food agricultural supplies, materials and equipment and carrying out the Department's responsibility under Section 17 of the Surplus Property Act to provide methods by which farmers will have equal opportunity to purchase surplus property or to certify impairment of food production to the War Assets Administration so that available surplus property may be used to alleviate impairment.

2 Representing the Department in regard to non-food supplies, materials and equipment on the Review Committee of the Department of Commerce and on the Material Requirements Committee of the Army-Navy Munitions Board.

IV AUTHORITIES

This Instruction supersedes PMA Instruction 110.7. All other previous PMA Instructions are superseded to the extent that they conflict with or are inconsistent with the provisions of this Instruction. However, regulations, orders, and similar instruments including delegations of authority heretofore issued by the Department or PMA shall continue in full force and effect until superseded by instruments of like authority. The personnel presently engaged

ASSIGNMENT OF RESPONSIBILITIES TO THE PRICE SUPPORT AND FOREIGN
SUPPLY BRANCH FOR THE EUROPEAN RECOVERY AND OTHER FOREIGN SUPPLY
PROGRAMS

(IV)

in the functions as outlined in the Instruction shall continue to exercise such functions until formal transfers of personnel, records, property and funds are effected.

V EFFECTIVE DATE

The provisions of this Instruction shall be effective immediately.

* * *

POLICIES ON ASSIGNMENT OF FUNCTIONS
INVOLVED IN PRICE SUPPORT OF FRUIT AND VEGETABLE COMMODITIES

OUTLINE OF CONTENTS

	Paragraph	Page
PURPOSE AND SCOPE OF THIS INSTRUCTION.....	I	1
PURCHASE.....	II	1
Purchases of Commodities in Raw Form Including		
Those Products Generally Sold by Producers in		
Semi-Processed Form.....	-A	2
Definition.....	-1	2
Assignment of Function.....	-2	2
Purchases of Processed Commodities.....	-B	2
Definition.....	-1	2
Assignment of Function.....	-2	2
DISPOSITION.....	III	2
Disposition of Commodities in Raw Form Including		
Those Generally Purchased from Producers in		
Semi-Processed Form.....	-A	3
Determination of Outlets.....	-1	3
Plan of Disposition.....	-2	3
Financial Arrangements.....	-3	4
Shipping and Storage.....	-4	4
Disposition of Processed Commodities.....	-B	6
Determination of Outlets.....	-1	6
Plan of Disposition.....	-2	6
Shipping and Storage.....	-3	6

I PURPOSE AND SCOPE OF THIS INSTRUCTION

This instruction defines, and assigns to organizational units of the Production and Marketing Administration (PMA), the purchase and disposition functions involved in the price support of fruit and vegetable commodities. No assignments made herein shall be construed in such a way as to prevent organizational units from assisting each other in carrying out assigned functions as circumstances require and organizational structures permit. Such variances from the established pattern shall be mutually agreed upon by the units concerned and variances of a major nature should be recorded in official files.

II PURCHASE

Price support purchase includes those operations through which the Government acquires ownership and possession of (a) the raw material, or (b) any product processed therefrom. Such acquisitions are classified and the functions involved are assigned, as follows:

DISTRIBUTION:

Page 1

PT-128

A: 01, 05, 15, 16, 18, 25, 28, 30, 31.

4-2-48

POLICIES ON ASSIGNMENT OF FUNCTIONS
INVOLVED IN PRICE SUPPORT OF FRUIT AND VEGETABLE COMMODITIES

(II A)

A Purchases of Commodities in Raw Form Including Those Products Generally Sold by Producers in Semi-Processed Form

1 Definition - These are purchases from growers, growers' cooperative associations, growers' agents, or approved dealers.

2 Assignment of Function - The purchases shall be made by PMA State and County Committees within the limitations of program authorizations issued by the Fruit and Vegetable (FV) Branch. Actual purchase operations will not begin until assurance is received by the State PMA Committees from the Assistant Administrator for Production that arrangements have been made for administrative expenses for State and County work. The function shall be carried out in accordance with PMA Instruction 124.2, "Purchase and Local Shipping Operations Involved in Price Support of Fruit and Vegetable Commodities in Raw Form".

B Purchases of Processed Commodities

1 Definition - These are purchases (a) from processors as direct purchases, (b) from processors who will process raw material purchased by the Government, or (c) from processors who will process raw material purchased by them at Government-specified prices.

2 Assignment of Function - These purchases shall be made by the FV Branch, Washington, either direct or through FV Branch field offices, in order to provide for necessary close coordination of such price support procurement with supply procurement. Both of these activities involve contractual agreements which are consummated more effectively at national levels.

III DISPOSITION

Disposition includes those operations through which the Government disposes of commodities acquired as outlined in paragraph II above. Such dispositions are classified and operating functions are assigned as follows:

POLICIES ON ASSIGNMENT OF FUNCTIONS
INVOLVED IN PRICE SUPPORT OF FRUIT AND VEGETABLE COMMODITIES

(III)

A Disposition of Commodities in Raw Form Including Those Generally Purchased from Producers in Semi-Processed Form - Disposition of these commodities varies according to (1) the commodity, (2) the proximity of the point of purchase to the point of use, (3) how readily such commodity may be substituted for other products in relatively short supply, (4) foreign export, and (5) other related factors.

1 Determination of Outlets

a Food Distribution Programs (FDP) Branch - The FDP Branch shall determine distribution to school lunch programs, child care centers, and public welfare and eleemosynary institutions for food uses.

b FV Branch - The FV Branch shall determine distribution to all outlets not covered in the paragraph above.

2 Plan of Disposition

a Development - The FV Branch shall develop a coordinate plan of disposition covering each program docket collaborating to the extent practicable with other branches and the CCC field offices.

b Operation

(1) Section 32 Outlets - The FDP Branch through its area offices shall carry out the plan of disposition insofar as the plan involves outlets in which the FDP Branch has responsibility, as provided in Paragraph 1(a) above.

(2) Other Outlets - The FV Branch through the CCC field offices and FMA State and county committees shall carry out the plan of disposition insofar as the plan involves outlets for which the FV Branch has the responsibility as provided in Paragraph 1(b) above.

(a) FMA State Committees - The FMA State Committees, in accordance with FV Branch authorizations, will negotiate and execute contracts for local disposition.

POLICIES ON ASSIGNMENT OF FUNCTIONS
INVOLVED IN PRICE SUPPORT OF FRUIT AND VEGETABLE COMMODITIES

(III A 2 b (2))

(b) CCC Field Offices - The CCC field offices will serve as a focal point for the interchange of detailed disposition information between PMA State Committees and the FV Branch and at the direction of the FV Branch will participate in the negotiation and execution of sales contracts to the extent deemed practicable by the FV Branch.

3 Financial Arrangements

a Sales contracts shall provide for payments in advance of shipments, or for establishment of letters of credit covering the sales value of commodities to be shipped under the contract.

b The FI Branch shall prescribe the terms of letters of credit and establish procedures for accounting for advance payments and letters of credit by CCC field offices.

c The CCC field offices shall control the shipping authorizations issued to State PMA committees under sales contracts so as to prevent shipments in excess of quantities for which payments have been received or letters of credit established.

4 Shipping and Storage

a SS Branch - The SS Branch shall be responsible for development of technical instructions covering all shipping and storage functions.

b CCC Field Offices - CCC field offices will furnish PMA State Chairman detailed delivery instructions and will perform storage functions.

c PMA State Committees - The PMA State Committees shall be responsible for the carrying out of shipping functions at the point of purchase, in accordance with PMA Instruction 124.2, and technical operating procedures developed by the SS Branch.

d Arrangements Between CCC Field Office and PMA State Office - When the PMA State Chairman receives an authorization to conduct a price support purchase program, he shall confer with the Director of the CCC field

POLICIES ON ASSIGNMENT OF FUNCTIONS
INVOLVED IN PRICE SUPPORT OF FRUIT AND VEGETABLE COMMODITIES

(III A 4 d)

office regarding, among other details of the program, the question of whether or not the volume of purchases and other factors considered will warrant the assignment to the State Chairman of a CCC field office representative to the purchase area for the performance of shipping functions.

e Designation of Shipping Representative

(1) If pursuant to the conference prescribed above the PMA State Chairman is of the opinion that the volume of purchases and other factors considered do not warrant the assignment of a representative of the CCC field office for the performance of shipping functions, the State Chairman shall designate a shipping representative from his staff.

(2) If it is mutually agreed between the PMA State Chairman and the Director of the CCC Field Office that a representative of the CCC Field Office should perform shipping functions, the Director of the CCC Field Office shall assign a shipping representative.

f Loss and/or Damage

(1) Claims arising in connection with loss and/or damage to price support commodities after transfer of title to the Government (except for deliveries to FDP outlets and to farm storage) shall be referred to the CCC field office of destination for appropriate action.

(2) Claims arising in connection with loss and/or damage to commodities delivered to FDP outlets and to farm storage shall be handled by the CCC field office of origin.

(3) The FDP Branch area office of destination will forward to the CCC field office of origin the yellow copy of each delivery order indicating receipt by consignee or other disposal of the shipment. Any loss or damage information shown on the pink copy by the consignee will be transferred to the yellow copy by the FDP area office and certified as a true copy. All inquiries from CCC field offices concerning yellow copies of delivery orders shall be directed to the FDP Branch, Washington.

POLICIES ON ASSIGNMENT OF FUNCTIONS
INVOLVED IN PRICE SUPPORT OF FRUIT AND VEGETABLE COMMODITIES

(III A 4)

g Disposition of Off-Condition Commodities-
FDP area supervisors will confer with CCC field offices on questions of shipment or storage of damaged or out-of-condition commodities. The disposition of off-condition commodities other than those to Section 32 outlets will be effected by the CCC field office of destination.

h Reconsignment - Reconsignment or diversion of shipments will be effected where necessary by CCC field offices at the direction of (1) the FDP Branch, for Section 32 outlets, (2) the SS Branch, for storage and export outlets and (3) the FV Branch, for other outlets.

B Disposition of Processed Commodities

1 Determination of outlets

a FDP Branch The FDP Branch shall determine distribution to school lunch programs, child care centers, and public welfare and eleemosynary institutions for food uses.

b FV Branch - The FV Branch shall determine distribution to all outlets not covered in the paragraph above.

2 Plan of Disposition

a Development - The FV Branch, in collaboration with other branches, shall develop a coordinate plan of disposition covering each program docket.

b Operation - The FV Branch, through FV Branch and CCC field offices, shall carry out this plan of disposition according to detailed instructions provided by the appropriate branches.

3 Shipping and Storage

a Assignment of Shipping Representatives from CCC Field Offices - Upon advice from the FV Branch, the SS Branch through the CCC field offices shall assign shipping representatives to perform shipping functions when in the opinion of the SS Branch the volume of shipments involved justifies such assignment.

POLICIES ON ASSIGNMENT OF FUNCTIONS
INVOLVED IN PRICE SUPPORT OF FRUIT AND VEGETABLE COMMODITIES

(III B 3)

b Authorization to Purchase Representative to Act as Shipping Representative - The SS Branch through the CCC Field Offices shall authorize the FV Branch to have its local purchase representatives perform shipping functions on small volume programs.

c Storage - The SS Branch through the CCC field offices shall be responsible for storage functions.

* * *

U. S. DEPARTMENT OF AGRICULTURE
Production and Marketing Administration

PMA 405.3

GOVERNMENT BILLS OF LADING

I PURPOSE AND SCOPE

This Instruction prescribes procedure for (a) acquisition and use, (b) preparation and distribution, and (c) accountability for, U. S. Government Bills of Lading (BL's) and (d) converting commercial bills of lading to Government BL's. PMA State offices are exempted from all requirements except subparagraph 8 of paragraph A of section V, "Office to be Billed for Transportation Charges." The Shipping and Storage Branch is exempted from all requirements except Section II, "Rules of Use," subparagraph 8, paragraph A, section V, "Office to be Billed for Transportation Charges," Section X, "Accountability for Bills of Lading," and Section XI, "Reports."

II RULES OF USE

Government BL's must be used for all shipments except those paid from corporate (capital) funds, and may be used for shipments paid from corporate (capital) funds. In emergencies, commercial bills of lading may be used to originate shipments which should move on a Government BL, but such billings should be converted to Government BL's at the earliest practicable time.

III FORMS USED

The "U. S. Government Bill of Lading," Standard Form 1103, SF-1103 consists of 10 parts, as follows: Standard Form 1103, Original; 1104, Shipping Order; 1105, Freight Waybill, Original; 1106, Freight Waybill, Carrier's Copy; and 6 each of 1103a, Memorandum Copy (one green and five yellow). The last yellow copy is not required and should be detached.

IV RESPONSIBILITIES

A Administrative Services (AS) Division, Washington - Shall request supplies of BL's for PMA in the usual manner, designating that bulk shipments be made direct to the Area AS Divisions.

B Area AS Divisions - Shall maintain supplies of BL's for issue to field offices as requisitioned.

C Accountable Officers - The following personnel are designated branch and staff office accountable officers to issue BL's. They will request their supplies in multiples of 50 from the AS Division indicated.

 GOVERNMENT BILLS OF LADING

(IV C)

<u>ACCOUNTABLE OFFICER</u>	<u>REQUISITION FROM</u>
Administrative Officers of Branch and Staff Offices, Washington	AS Division, Budget and Management Branch, Washington, D. C.
Chief of Operations, Divisional Office of the Labor Branch, Philadelphia	AS Division, Budget and Management Branch, Washington, D. C.
Officers, Supervisors, or Inspectors in charge of field offices or stations	Area Administrative Services Division servicing the area in which located (PMA 112.2)

V PREPARATION

A Completion of Blanks - Initiating officers are responsible for preparation of BL's in accordance with the paragraphs below which refer to similarly numbered and circled paragraphs on the insertion for the U. S. Government Bill of Lading in the Forms Manual.

1 Name of Initial Transportation Company - Indicates name of carrier to whom shipment is tendered at point of origin.

2 Traffic Control Number - Leave this space blank.

3 Carload Information - Only in the case of carload shipments will the space under the following headings at the top of the form be utilized: "Car Initials and No.," "Size Car in Feed", "Marked Capacity of Car", and "Date Car Furnished". The space marked "Stop This Car At For " shall be utilized only when it is desired that the car be stopped in transit for partial unloading or for other reasons at some point intermediate to the origin and destination.

4 Date BL Issued - The date issued must be shown on all BL's.

5 Shipping Point - Indicate name of town or city and State from which shipment will originate.

6 Full Name of Shipper - If shipment is made by commercial source, the name of the contractor or vendor shall be indicated. If shipment is made by PMA, show "PMA", followed by the name of the branch or staff office.

GOVERNMENT BILLS OF LADING

(V A)

7 Marks - List any identifying marks shown on package or packages being shipped, which are not shown elsewhere on the BL.

8 Office to be Billed for Transportation Charges - Show the appropriate designation as follows:

a "USDA, Production and Marketing Administration (Admin.)," address, city and State of the office where the account is to be paid. Use this designation when transportation charges are to be paid from appropriated administrative funds other than CCC.

b "USDA, Production and Marketing Administration (CCC Admin.)," address, city and State of the office where the account is to be paid. Use this designation when transportation charges are to be paid from CCC administrative funds.

c "USDA, Production and Marketing Administration (Program)," address, city and State of the office where the account is to be paid. Use this designation when transportation charges are to be paid from appropriated program funds such as Section 32, National School Lunch, etc.

d "USDA, Production and Marketing Administration (CCC)," address, city and State of the office where the account is to be paid. Use this designation when transportation charges are to be paid from CCC program funds.

9 Appropriation Chargeable - The allotment advice code or Letter of Authorization number against which the transportation costs will be charged shall be entered in this space.

10 Issuing Office - "U. S. Department of Agriculture, Production and Marketing Administration," and name of branch or staff office.

11 Name and Title of Issuing Officer - Indicate name and title of officer issuing BL.

12 Consignee - Show the name, title and complete address of consignee, identically as on the package, to whom shipment is being made. (The address on both the package and BL must be accurate and complete.)

GOVERNMENT BILLS OF LADING

(V A)

13 Destination - Indicate name of city or town and State at which consignee will receive the shipment.

14 Route - To be left blank unless some substantial interest of the Government is served by indicating a through route.

15 Pick-Up Service at Origin - Insert the word "was" or "was not," whichever is applicable to the use of pick-up service at origin.

16 Description of Articles - Indicate number and kind of package, giving brief nontechnical description of articles shipped, and actual weight whenever possible.

17 Certificate of Issuing Officer - The issuing officer must affix his signature in the space provided and insert the contract number or purchase order number or other authority for shipment, the date, and the f.o.b. point of the shipment.

18 Name of Transportation Company - Indicate name of initial carrier.

* * *

Office Services
Basic
Shipments

(VI)

D Form No. 1106 - Freight Waybill - Carrier's Copy (White) - Release to the carrier's agent at point of origin.

E Form No. 1103a Memorandum (Green) - Forward to the appropriate fiscal office indicated on the BL. In case of FCIC shipments, forward to the Manager, FCIC, in Washington.

F Form No. 1103a Memorandum (Yellow) - Forward with the green copy to the appropriate fiscal office indicated on the BL. In case of FCIC shipments, forward to the Manager, FCIC, in Washington.

G Form No. 1103a Memorandum (Yellow) - The second copy will be retained by the issuing officer for his files.

H Form No. 1103a Memorandum (Yellow) - The third copy will be attached to and forwarded with the original (Form 1103) to the consignee for his files except that in the case of express shipments only the copy will be sent to the consignee. (See V B.)

I Form No. 1103a - Memorandum (Yellow) - Send to appropriate accountable officer for his files. (See X B 2.)

VII TEMPORARY RECEIPT

In instances where the receipt of the original BL is delayed and where immediate delivery of the shipment is imperative, the consignee or person authorized to act for him shall prepare and execute Standard Form 1107, "Temporary Receipt in Lieu of U. S. Government Bill of Lading," (Temporary Receipt) in duplicate, surrender the original to the last carrier and retain the copy. Under no circumstances will transportation charges be paid on a temporary receipt. SF-1107

VIII CERTIFICATE IN LIEU OF LOST BILL OF LADING

If in 30 days the original BL has not been received or it is definitely known to be lost or destroyed, the consignee shall issue Standard Form 1108, "Certificate in Lieu of Lost U. S. Government Bill of Lading," (Certificate in Lieu) provided he is an official of the Government and has in his possession either a memorandum copy, SF-1103a, of the lost BL, or the Freight Waybill (Original) SF-1105, on which the shipment moved, thus enabling him to complete the Certificate in Lieu in every detail. (See paragraph VIII C.) SF-1108

A Preparation - The certificate shall be prepared in exact conformity with the BL in an original on SF-1108 and three memorandum copies on SF-1108a (and as many additional copies on SF-1108a as are needed administratively), and shall bear the following typed certification:

ISSUED IN EXACT CONFORMITY WITH STANDARD FORM NO. _____
IN MY POSSESSION.

(VIII A)

If a Temporary Receipt was issued to secure delivery of the shipment, the consignee shall also make a notation to that effect on the certificate.

B Execution and Distribution - The consignee shall complete the Consignee's Certificate of Delivery, sign the original only and deliver it to the destination carrier, send one copy to the appropriate fiscal office and one copy to the employee who issued the lost BL, and retain one copy.

C When Consignee Cannot Issue Certificate in Lieu - When the consignee cannot issue the Certificate in Lieu (See paragraph VIII) he shall request the PMA employee who authorized the shipment to issue it. Such employee shall prepare the Certificate in Lieu as prescribed in VIII A (except for the consignee's statement regarding issuance of a Temporary Receipt) retain one copy, send one copy direct to the appropriate fiscal office and one copy to the consignee. If the employee preparing the Certificate in Lieu is also the shipper of the property, he shall sign the original certificate both as consignor and issuing officer. If the lost BL was issued by the issuing officer for use in making shipment by another party, the issuing officer shall sign the Certificate of Issuing Officer and forward the form to the consignor for execution as consignor with instructions that it be forwarded to the consignee. When the consignee receives the original of the certificate from the issuing officer or from the shipper, he shall make an appropriate notation if a Temporary Receipt was issued, complete and sign the Consignee's Certificate of Delivery and surrender the original of the Certificate in Lieu to the destination carrier.

D If Original BL is Found - If the Original BL is found by either the consignee or the carrier before the carrier has processed the Certificate in Lieu for payment the consignee shall execute the BL and surrender it to the final carrier in exchange for the Certificate in Lieu, on which the consignee shall make the following notation:

CANCELLED, ORIGINAL BILL OF LADING LOCATED AND DELIVERED TO
THE DESTINATION CARRIER.

The consignee shall then send the Certificate in Lieu to the appropriate fiscal office and advise the officer who issued the original BL accordingly. If the original BL is located after the carrier has processed the Certificate in Lieu for payment the consignee shall mark the BL void and forward it to the issuing officer, who shall in turn forward it to the appropriate accountable officer.

IX CONVERSION OF COMMERCIAL BL TO A GOVERNMENT BL

Except in emergencies, PMA employees shall not authorize shipment by commercial BL's or commercial express receipts. If an employee authorizes a shipment to be paid with Government funds, to move on a commercial form, he shall require that the original and all copies bear the following notation:

Office Services
Basic
Shipments

(IX)

TO BE CONVERTED TO A GOVERNMENT BILL OF LADING

The procedure to be followed in connection with a shipment of Government property which moves on a commercial BL is as follows:

A When Original is Surrendered to Carrier - By agreement with the receiving carrier the PMA employee may surrender the original commercial BL to such carrier to accompany the shipment. In such cases, the following certification must be placed on the original and all copies of the commercial BL:

INITIAL CARRIER'S AGENT, BY SIGNATURE BELOW, CERTIFIES
THAT HE RECEIVED THE ORIGINAL OF THIS DOCUMENT.

The PMA consignor shall send a memorandum copy of the commercial BL to the consignee who shall promptly prepare a Government BL. (See paragraph V.) When the shipment and the original commercial document are delivered to the consignee by the carrier, the consignee should cross-reference the Government BL and the original commercial BL, securely attach the original commercial document to the Government BL, execute consignee's certificate of delivery on the Government BL and promptly surrender it to the destination carrier for billing. The signature of the agent of the initial carrier is not required on the Government BL, as it will appear on the commercial document.

B When Original is Retained by Consignor - When the original commercial BL is retained by the PMA consignor, he shall immediately prepare a Government BL covering the shipment involved (see paragraph V) which should be signed by him as the issuing officer. The signature of the agent of the initial carrier is not required on the Government BL, as it will appear on the commercial document. The commercial document on which the property was shipped should be securely attached to the Government BL and both Government BL and the commercial document should be cross-referenced and then forwarded to the consignee for execution of consignee's Certificate of Delivery on the Government BL and surrender to the destination carrier upon delivery of the shipment.

X ACCOUNTABILITY FOR BL'S

A Administrative Services Divisions - Shall maintain (1) the master stock control records of BL's, (2) files of reports received from accountable officers.

B Accountable Officers

1 Immediately upon receipt of a supply of BL's, the accountable officer shall prepare a "Bill of Lading Accountability Record," Standard

(X B 2)

Form 1121, for each pad, showing the inclusive numbers in SF-1121 the pad or group of BL's. These cards will be filed in numerical sequence pending distribution of the BL's to issuing officers who will be responsible for their issuance to the carriers, or issuance of individual BL's to contractors, vendors, and so forth, by the accountable officer.

2 When a pad or group of 50 BL's is delivered to an individual, (See paragraph X B 4 if less than 50 are issued) the SF-1121 representing the particular BL group will be withdrawn from its numerical sequence in the file of unissued BL's and the name and title (including branch identification, city and state) of the employee or official to whom the BL's were delivered will be shown on the line "Issued to," after which SF-1121 will be filed alphabetically according to the name of the individual who is to be responsible for the individual issuance of the BL's. Upon subsequent receipt of the memorandum copies of the BL's evidencing use of the original BL or the original spoiled in issuance, or of a BL returned for cancellation, the BL number and date such memorandum copy or cancelled original is received will be entered on the proper card in the appropriate space. For used BL's, or BL's cancelled after issuance, the name of the carrier will be shown in the space, "Furnished to." A notation should be made to indicate spoiled or cancelled BL's.

3 When BL's, which have been previously issued to an individual and for which accountability records have been set up, are returned to the accountable officer unused and are available for reissue, the card pertaining thereto will be withdrawn from the alphabetical file, and the returned unused BL's shall be verified against the blank numbered spaces on the card indicating unused BL's. The card will then be returned to its numerical position in the file reserved for partially used pads or groups of BL's for reissue. When such BL's are reissued, the card corresponding thereto will be withdrawn from the file, the name of the individual to whom reissued will be shown on the line, "Reissued to," and the card filed alphabetically, according to the name of the individual.

4 When less than 50 BL's are issued to an employee by the accountable officer, he shall prepare a separate SF-1121 in the name of the person to whom the BL's were issued and file it in the alphabetical file. This transaction will be recorded on the SF-1121 (showing the entire group of 50 BL's) in the numerical file. When memorandum copies of BL's, original spoiled BL's, cancelled BL's, or unused BL's are returned, they shall be recorded on both the alphabetically and numerically filed cards for the specific BL numbers. (See paragraphs X B 2 and 3.)

XI REPORTS

A Accountable Officers - Shall submit a memorandum type report at the end of each quarter (or upon termination of duty as accountable officer) to the AS Division from which the BL's were requisitioned, showing:

1 The quantity and inclusive numbers of BL's on hand at the beginning of the quarter.

2 The quantity and inclusive numbers of BL's received during the quarter.

3 The quantity and inclusive numbers of BL's issued during the quarter.

4 The quantity and inclusive numbers of BL's on hand at the end of the quarter.

5 The quantity and inclusive numbers of BL's reported used, cancelled, spoiled, transferred or returned to stock during the quarter. When such report is submitted upon termination of duty as accountable officer, it shall be accompanied by accumulated memorandum copies of used BL's, spoiled or cancelled original BL's, and a receipt for unused BL's signed by the new accountable officer. The receipt should agree with the quantity and inclusive numbers of BL's reported on hand by the accountable officer upon termination of duty, as required in paragraph XI A 4 above. Except upon termination of duty, accountable officers shall accumulate and retain all memorandum copies and spoiled or cancelled originals until such time as the AS Division may request that they be submitted.

B AS Divisions - Shall reconcile the reports received from accountable officers with the stock control record and use them to determine the final inventory for which the accountable officer is responsible.

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